

Department of Planning, Zoning and Development.
25 West Market Street, P.O. Box 88, Leesburg, Virginia 20178
(703) 771-2765/ Fax-(703) 771-2724

SIGN PERMIT

SP#-_____-_____

Submittal Requirements.

A separate application shall be required for each sign. Each application shall be accompanied by 2 sets of plans showing the area of the sign; the size, character and color of letters and design proposed; the method of illumination, if any; the exact location proposed for such sign, including a site diagram; and in the case of suspended or projecting signs, the method of fastening such sign to its supporting structure.

Name of Business:_____ Phone:_____

Property Address: _____

Property Owner: _____ Phone:_____

Owner Address: _____

Sign Contractor: _____ Phone: _____

Contractor Address: _____

Applicant (Please Print): Name: _____

Address: _____ Phone: _____

(Signature/Title)

Type of Sign: Wall____ Marquee____ Monument____ Awning____ Canopy____ Projecting____

Sign Area:_____ x _____ = _____ Sq.Ft. **Building /Unit Dimension: L**_____ **W**_____

Street Frontage:_____ **Ft.** **Setback From Right of Way:**_____ (Monument Only)

Zoning District:_____ / _____ **Board of Architectural Review Approval:**_____

Conditions of Approval: _____

THIS PERMIT IS APPROVED FOR THE SIGN AS DESCRIBED ABOVE AND SHOWN ON THE ATTACHED SKETCH.

FEE:_____ **DATE:**_____

ZONING ADMINISTRATOR